

13 August 1979

MEMORANDUM FOR: Chief, Logistics Services Division  
FROM : Executive Secretary  
SUBJECT : Executive Dining Room Account

1. The DCI's Presidential Briefing/NSC Coordination Staff has recently been reorganized. The nature of the duties of the four members of this office requires they be available to both the DCI and the NSC Staff throughout the day. This is especially true of the normal lunch hours which are often a very hectic period.

2. Two of the four members of this office, [redacted] and [redacted], do not now have an EDR account. It is therefore requested that an account be assigned them so that they may eat lunch in their office during such times that they are unable to leave.

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STATINTL

25 September 1978

MANAGEMENT NOTE NO. 78

STATINTL

[redacted] dated 22 September 1977

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[redacted] (Handbook of Required Regulatory Readings) should be circulated to all employees during the month of October. It is requested that you let NFAC Administrative Staff know by 15 November 1978 by memo or telephone (Wilma, [redacted] that STATOTHR all employees in your office have completed this required reading.

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[redacted]  
Chief, NFAC Administrative Staff

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NOTE:  
advised [redacted] that  
all had read  
in PBC office  
the will  
pass to  
Wilma

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